

Space Family Education, Inc.  
Board of Director's General Meeting  
Friday, September 18<sup>th</sup>, 2009

#### Director's Report:

##### Safety

- Room 8 child hit head, got stitches, and returned the next day. Incident was reviewed with JSC and licensing, and all the correct procedures were followed.
- Nicole will look into how each room's emergency call list with parents' numbers gets updated periodically. Jen noted an incident this week where the Room 7 teachers tried to contact us with phone numbers from 2 years ago that have been updated on SFEI contact forms, even as recently as Open House this month.
- JSC has said that the City of Houston should not come out to inspect our grease traps since this is done annually by JSC. Nicole is talking with licensing to make sure we're covered.
- There have been some incidents with parents leaving their older children in the car while they bring their younger children in. Nicole will post a reminder that this is unsafe and children should not be left in the car.

##### Staffing

- Ms. Lois is no longer with SFEI.
- Nicole is interviewing to fill the position in Room 6.
- Ms. Brenda will be in Room 3 as a long-term sub for Ms. Mimi who had her baby this week.

##### Facility

- CSC was out to repair roof. Will keep eye out for leaks during the next big rain.

##### Special Events

- Book fair
- Cookie dough in October, cookies will be here before Thanksgiving
- Safety expo at Gilruth Oct 8th (older kids will attend and get fire hats, coloring books)
- Fall Fest Oct 23 3-5pm
- Trick or treating: Oct 30th
- Spaghetti take-home dinner Oct. 30<sup>th</sup>
- Parent work day?
- Parents' night out?

##### Licensing

- Nicole will work on documentation of how our center is in a gang-free zone. This is a new licensing requirement.
- New requirement in effect Oct. 2010 requires shoulder belts and/or booster for children riding in buses. We will have to take a close look at how to get in compliance with this in the near future.

#### Room Reports:

- Maureen G. said that they have been very pleased since they joined the center with a child in Room 1.
- Derek B. had some safety concerns with the padding on the older kids playground and the wooden mulch border that pops up. The BOD hopes to be able to replace the playground surfacing as soon as we are comfortable that the budget for this year will allow it. We will plan on pulling up all the old mulch border boards and replacing them.

#### Board Members' Reports:

##### President (Jay L.)

- Jay talked to Linda S. – we are still on track for upgrades in December.
- Would like to plan work day – clean up playground and organize to prep for floors and painting. Find out about getting JSC moving boxes.
- What color will JSC paint walls? We want color, and Jay will talk to Linda.
- Need to move on getting rugs.

##### Vice President (Jen M.)

- Playground canopies for toddler slide and swings will be ordered next week and may be installed in 4-6 weeks.
- Nicole and Dianna must talk to staff about eliminating K and 1-day migration before we can release memo to membership
- Got quote for new video system. Jay or Nicole will ask Linda about wiring.
- New cameras were purchased for each room. Jeremy J. volunteered to train teachers to use photo website to share with parents. Chris G. would help. Possibly use Picassa with photos only available to parents of children in each room.
- How will we fill in for Vanessa when she's out on maternity leave? Nicole will look into getting a temp. Sylvia will work with Jay and Mike K. to see if there's any possibility to get a JSC AH rotation at the CCC for a few months. This could also help us with waiting list automation possibly.

##### Policies and Procedures/Waitlist (Nikki W.)

- Room 2 and 3 still filling 1 in each room.
- Room 6 at 17 this year
- Room 5 changing table (over Christmas?), cribs in Room 2?
- Discussed options for families who need to remove their children for a few months (summer, job transfer, medical, etc.) The BOD agreed that we will not hold spots open for people, but they can go back on the waitlist.

##### Treasurer (Clint B.)

- Budget meeting next Friday to look at budget vs. actuals for this summer, and baseline 09-10 budget
- Nicole will have raise plan for teachers

Secretary (Ed F.) - not present

Attendance:

BOD: Jay, Jen, Clint, Nikki

SFEI Staff: Nicole

Others: Sylvia B., Maureen G., Derek B., Jeremy J.

The next meeting is scheduled for Thursday, October 15<sup>th</sup>, 2009,  
SFEI Director's Office – 11:30 AM - 1:00 PM